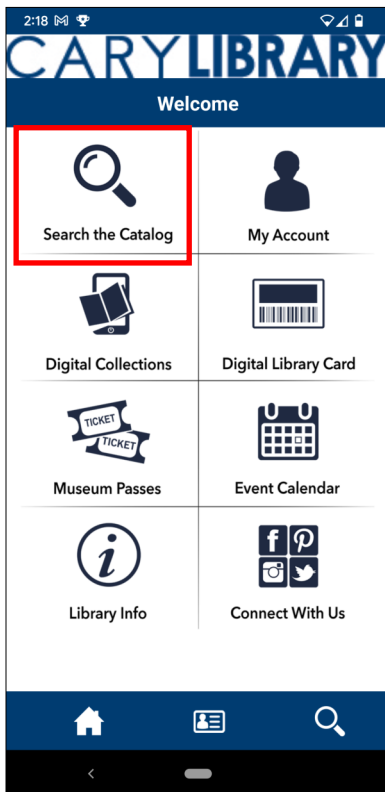# Placing a Hold Through the Minuteman App


When first opening the Minuteman app on your phone, this is the page that will appear. To search for a particular item, click on the "Search the Catalog" icon.

The Search bar at the top allows you to find items available in the Minuteman Library Network. You can choose to refine your search with the following options:
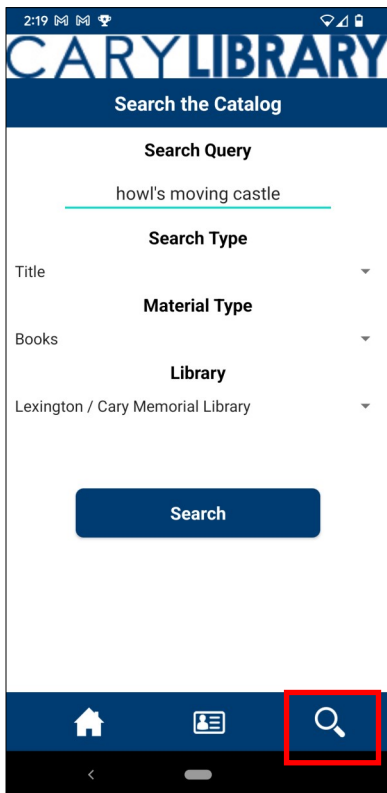
- **Advanced Search** - narrows results by search type, material type, and location
- **Information & Research** - results found within online resources, such as our databases
- **Search Books** - results are all books
- **Search Movies** - results are all movies
- **Search by ISBN** - looking for a specific publication

If there is an item your library does not own that you would like to suggest, the form for "Suggest a purchase" is also available on this screen.
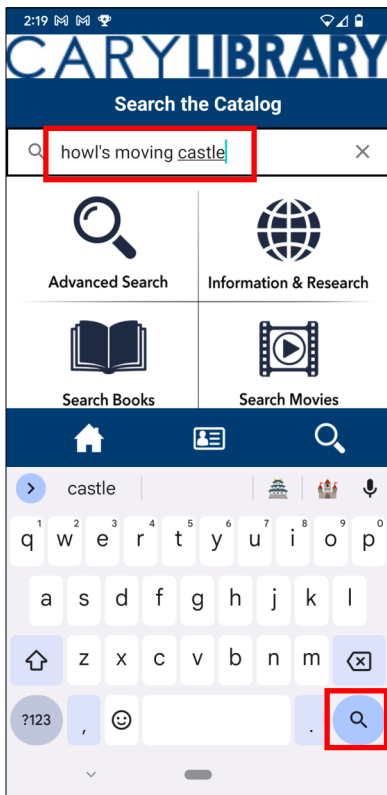
Basic Search

To do a basic search, type the name of the item into the search bar at the top of the "Search the Catalog" screen. While the keyboard is still open on your phone, click the bottom right-hand bottom on the keyboard - this should be either a magnifying glass or a button that says "search." Doing a basic search will pull up all of the items within the network that match the name of that item. If you would like to search through one of the other five methods, you do not need to type anything into this search bar.

Advanced Search

If you would prefer to narrow your search results, select "Advanced Search" from the catalog screen. This will open a screen that allows you to narrow your results by:

- **Search Type** - keyword, title, author, subject
- **Material Type** - books, movies, audiobooks, e-books & audio, music
- **Library** - this will only search the collection of the library chosen

If the results of this search do not produce any results, you may need to change one of the search criteria.

- NOTE: Advanced Search can also be made through the magnifying glass at the bottom right-hand corner of the screen. This icon is consistent throughout the app (along with the home icon and the library card icon), allowing the user to access Advanced Search at any time.
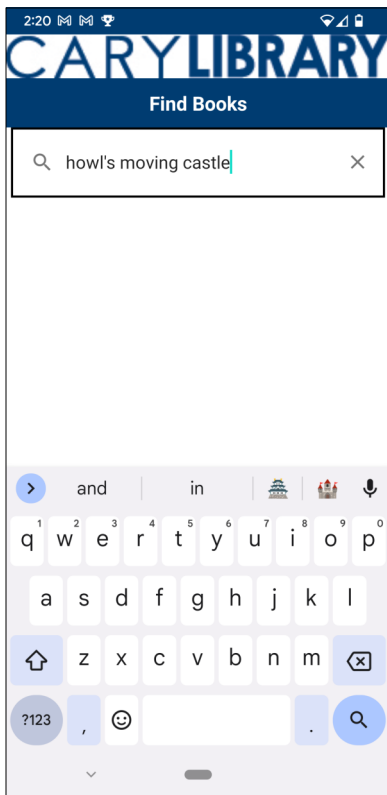
Search Books or Search Movies

Using "Search Books" or "Search Movies" from the catalog screen will narrow search results to that material type. If you only want to see book results, select "Search Books." The next screen will provide you with a search bar. Type in the title of the book and, while the keyboard is still open on your phone, click the magnifying glass in the bottom right-hand corner.
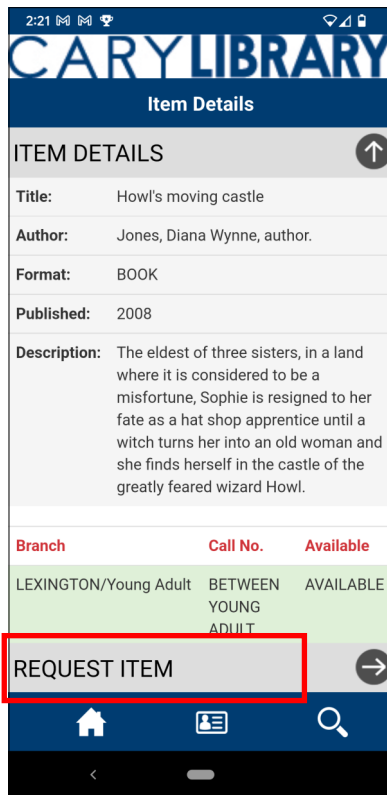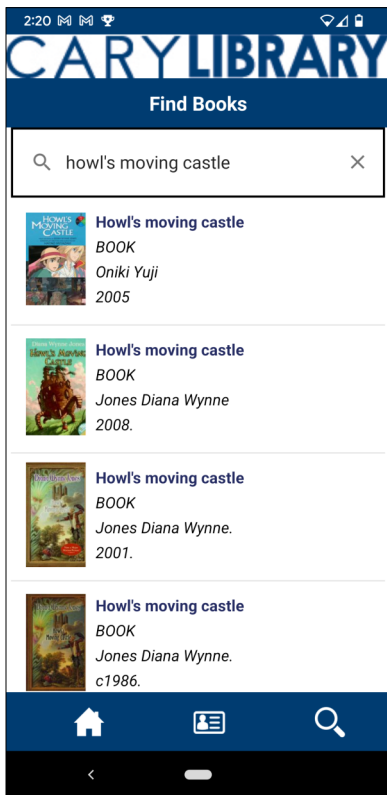
After you have searched for your item, you will be brought to a screen with the results of your search. To place a hold, select the desired item from the results screen and item details will appear. If this is not the correct item, use your phone's back button to go back to search results. If this is the correct item, select the "Request Item" button on the bottom of the screen.
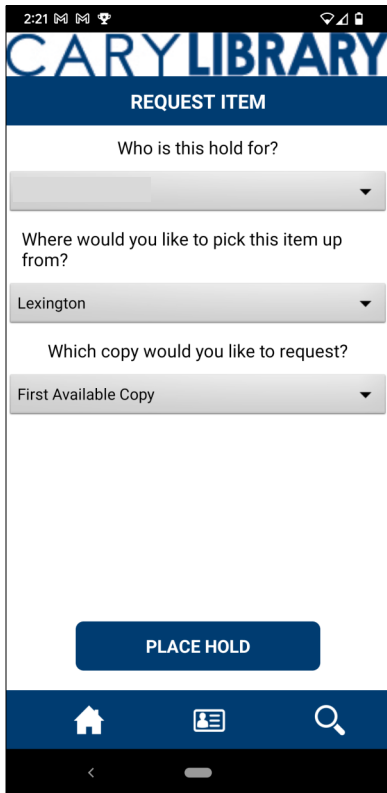
A form will appear asking you to confirm:

- Who the hold is for? (Name of the cardholder will automatically appear.)

- The library where you want to pick up the item.

- Which copy you would like to request

- NOTE: The only working option is "First Available Copy." If you request an item that has multiple volumes on the record (may occur if part of a series or a Library of Things item), the hold must be placed through the library's website or by calling your local library.
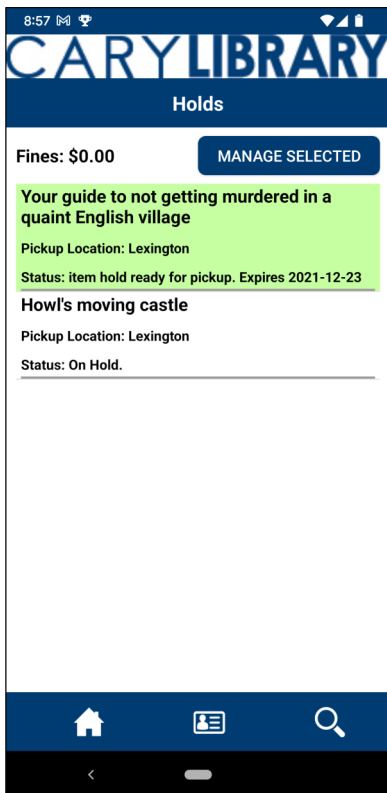
When finished, press Place Hold to request the item.
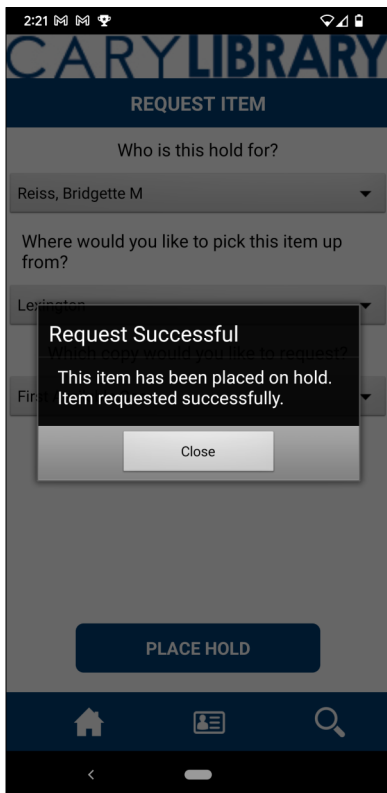
If the request is successful, you will see a pop-up message. If the message does not appear, contact your library for assistance.
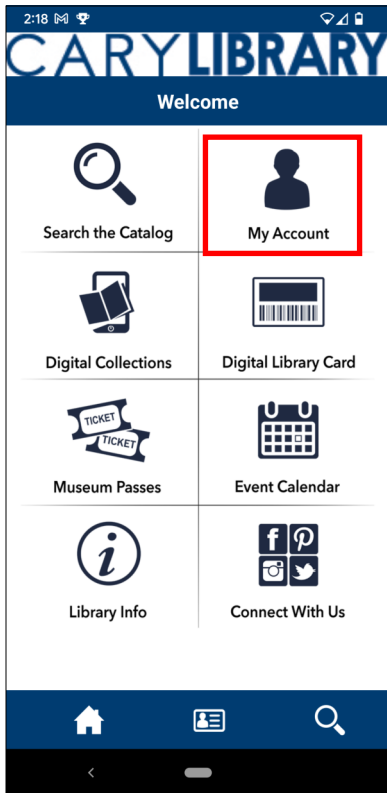
To look at your current holds, press the home icon on the bottom of the screen. Then at the Welcome screen, go to "My Account" and then "My Holds."

When a hold is ready for pickup, it will turn green and have a status reading "Item Hold Ready for Pickup."

You will also receive an email indicating the item is ready to be picked up.